



Università  
Ca' Foscari  
Venezia



**CAREER  
SERVICE**  
Cogli il frutto  
del lavoro

# Your entry into the job market

The activities of  
the Career Service

UNIVERSITA' CA' FOSCARI

5246



# The University Career Service

The **Career Service is the University's service** that prepares you to enter the job market, following your ambitions and expectations. You can contact our offices to improve your **CV** and attend appointments dedicated to **career guidance** and **skills development**. The Career Service supports you in starting **internships** and organises various opportunities throughout the year to **meet and introduce yourself to companies**. The **LEI project** specifically promotes young women employability.

## ARE YOU INTERESTED IN AN INTERNSHIP IN ITALY?

The Internships in Italy Unit of the Career Service supports you in finding and activating your internship in Italy.

### Internships in Italy

A traineeship or internship is a period of **on-the-job training** in which you can acquire knowledge and professional skills that can be used in the labour market. It is a chance to **directly get to know the job market** that lets you develop specific **professional skills** by giving you the opportunity to experience a real workplace setting. The traineeship constitutes no employment contracts or relationship.

#### WHERE

In Italy at affiliated partner organisations (companies, non-profit organisations, cultural associations, museums and public bodies).

#### HOW

You can find an internship in Italy through:

- the offers regularly published on the notice board;
- the list of partner companies of the University;
- funded internships promoted by the office.

Once you have found the internship project, you need to make an agreement with the company tutor and the university tutor to prepare the relevant documents (agreement and training project) following the procedure described on the website.

### Are you a recent graduate or have you obtained a PhD or a professional master's degree?

In order to activate a traineeship, you must produce the documents required by relevant regional regulations.

#### WHEN

##### Students

- during the period you are enrolled in the university;
- the internship period available to each student is 12 months per study cycle.

##### Graduates / Master's graduates / PhD Doctors:

- within 12 months after obtaining the degree;
- the internship must have a minimum and maximum duration provided for by the relevant regional law (in Veneto region minimum 2 months maximum 6 months);
- interns must be paid.

### Internship projects in Italy

Specific internship projects for students and recent graduates are published on the website, where you can apply according to the terms of each call for applications.

## Cycle of meetings “Pronti, Stage, Via!”

Twice a year we promote “Pronti, Stage, Via!”, a series of meetings, divided by disciplinary area, which helps you know all about internships in Italy and abroad: by participating you will find out how to choose an internship, what opportunities it

can offer, how to get in touch with companies and organisations by presenting yourself in the best possible way, and finally, how to turn it into a fundamental experience for your future work.

For further information:  
[www.unive.it/stageitalia](http://www.unive.it/stageitalia)

## DO YOU WANT TO TAKE YOUR FIRST STEPS INTO THE INTERNATIONAL JOB MARKET?

The Internships Abroad Unit of the Career Service supports you in finding and activating internships abroad as well as offering various opportunities to further your international career.

### Internships abroad

An internship abroad is an on the job training period to understand the logic and relation systems of the productive world in other countries, to learn about and interact with other cultures and to improve your linguistic and intercultural knowledge in order to invest it successfully in the Italian and international labour market.

#### WHERE

In EU and non-EU countries, at various types of partner organisations (companies and institutions, chambers of commerce, museums, international relations offices of foreign universities, NGOs, language schools, etc.).

#### HOW

You can find an internship abroad through:

- traineeship offers regularly published online;
- list of partner companies of the University;
- independent research.

Once the placement has been found, it must be activated by following the instructions on the **dedicated website**.

### Internships abroad programmes

A number of programmes and projects are available worldwide in various professional fields. You can apply according to the procedures set out in each call. Here are some initiatives of our Office.

#### ERASMUS+ TRAINEESHIP

This is a programme that lets students take an internship of 2-3 months in various types of contracted organisations in an EU country. You can also do the internship as a recent graduate by applying as a graduand.

#### WORLDWIDE INTERNSHIPS

The project lets students carry out multidisciplinary internships outside the European Union in various types of organisations.

#### CRUI PROGRAMMES

The programmes are managed at national level by the Crui Foundation in partnership with the Italian Ministry of Foreign Affairs and the Italian universities.

- MAECI MUR CRUI: internships at Italian embassies, consulates and cultural institutes worldwide
- SCUOLE CRUI: internships at the following Italian schools abroad: Athens, Barcelona, Istanbul, Madrid, Paris and Zurich.

Usually, 3 calls per year are published for each programme.

### **COLGATE PROGRAMME**

Language assistantship programme at Colgate University (Hamilton, New York State, USA), which lets you assist Italian language and literature teachers during classes and help organise seminars and events to promote Italy's culture, traditions, history, etc.

### **COASIT**

Language assistantship programme in Australia, open to recent graduates interested in teaching Italian at primary and secondary schools.

### **GLOBAL INTERNSHIPS PROGRAMME**

The project allows recent graduates to carry out a traineeship in non-EU countries to develop professional and soft skills to tackle the labour market productively.

### **FOCUS ON WEBINARS**

The seminars are held online and organised with the support of the university corporate partners to present the company, its vacancies, as well as the trends of the labour market of the host country.

For further information:

[www.unive.it/stage-estero](http://www.unive.it/stage-estero)

## **DO YOU NEED SUPPORT IN DRAWING UP YOUR CV?**

## **WOULD YOU LIKE TO FIND OUT WHAT CAREER PROSPECTS AWAIT YOU AFTER GRADUATION?**

## **WOULD YOU LIKE TO GET IN TOUCH WITH COMPANIES?**

The **Career Service** provides you with a range of tools, services and appointments designed to help you enter the job market.

### **Career Desk**

A consultancy service to help people consciously build their professional project, plan their active job search in Italy and abroad, carry out a CV check and create effective tools. The service is provided in Italian and English.

### **Your CV in the Career Service database**

This is the Career Service database: fill out your CV in the reserved area so that your profile can be recommended to companies.

### **Job and internship boards**

You can consult the active Internship and Job Offers in Italy by accessing the Notice Boards in the Reserved Area and sending your application.

### **Workshops and seminars**

dedicated to national and international **job orientation** and **self-entrepreneurship**.

For further information:

[www.unive.it/orientamentolavoro](http://www.unive.it/orientamentolavoro)

### **Mentoring programme**

The Career Service promotes a mentoring programme: **Coltivismoci**. Mentoring enables a manager/ professional (mentor) to share his or her work experience with a Master's degree student (mentee), who will be able to better understand and orientate himself or herself towards the job market. Through the *Coltivismoci* programme, Ca' Foscari master's degree students can embark on a career guidance course accompanied by the experience and example of established professionals in Italy or abroad.

For further information:

**[www.unive.it/mentoring](http://www.unive.it/mentoring)**

### **Company visits**

To gain insight into the most important university corporate partners, the opportunities they offer and have your questions answered directly.

### **Career Day**

**An event dedicated to meeting top Italian and international employers**

from different business industries. The Career Day is an opportunity to meet up with the companies, find out about the professional profiles they are looking for, the career opportunities and selection methods, send your CV, talk to the recruiters and give interviews.

### **LEI - Leadership, Energia, Imprenditorialità (Leadership, Energy, Entrepreneurship)**

Project promoting **female leadership and the role of women in the labour market** through **workshops** for leadership development and self-entrepreneurship, **traineeship projects** dedicated to strategic professional industries and **talks** with women from different professional backgrounds.

In 2020 the **Magazine Lei** was founded: a four-monthly magazine that reports on the activities promoted by LEI, the most innovative corporate projects supporting women and prominent female professionals. The magazine also features in-depth articles on women's employability, soft skills, rights and inclusiveness in the job market. The magazine targets the Ca' Foscari community and local companies and institutions.

For more information and to download it for free:

**[www.unive.it/lei](http://www.unive.it/lei)**

**lei** leadership  
energia  
imprenditorialità

## CONTACTS

### **Career Service**

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[www.unive.it/careerservice](http://www.unive.it/careerservice)

### **Internships in Italy**

stage@unive.it

### **Internships abroad**

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erasmus.placement@unive.it

### **Career Guidance**

orientamento.lavoro@unive.it

### **LEI Project**

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